



# Streamlined Sales Tax Publication

## **Indiana Business Rules**

for Streamlined Sales Tax Participants

Indiana Department of Revenue

## Introduction

Indiana became a full-member of the Streamlined Sales Tax Agreement (SST) on October 1, 2005. Streamlined Sales Tax is a multi-state project to reduce the burden of tax compliance by simplifying and modernizing sales and use tax administration. The Agreement focuses on improving systems for sales and use tax for all sellers and businesses through:

- Administration of sales and use tax collections at the state level,
- Uniformity in the state and local tax bases,
- Uniformity of major tax base definitions,
- Central, electronic registration system for all member states,
- Simplification of state and local tax rates,
- Uniform sourcing rules for all taxable transactions,
- Simplified administration of exemptions,
- Simplified tax returns,
- Simplification of tax remittances, and
- Protection of consumer privacy.

To register for SST in Indiana, you may access the SST Web site at [www.sstregister.org/sellers/Entry.aspx](http://www.sstregister.org/sellers/Entry.aspx)

Any changes or updates to registration data should be made at the SST national registration Web site.

In the second quarter of 2006, Indiana will offer a Web service for filing Indiana's simplified electronic returns (SERs), as well as payment and information reports (IR). In the meantime, Indiana invites SST sellers to file taxes through the Indiana Department of Revenue's INTax program, an online electronic tax-filing system. INTax is available on the Web at [www.intax.in.gov/Web/default.aspx](http://www.intax.in.gov/Web/default.aspx)

The Streamlined Sales and Use Tax Agreement governs the guidelines for processing, managing and reporting SST activities.

Please be advised, this document may be revised frequently. The rules, policies, reporting requirements, procedures and participation are subject to updates and changes. Refer back to Indiana's SST Web site often to find the latest version of this document.

## Contact Information

If you need more information about SST in Indiana, contact:

Indiana Department of Revenue  
100 N. Senate Ave. Room N203  
Indianapolis, IN 46204  
Attn: SST Administrator  
Phone: (317) 232-2339  
Fax: (317) 233-3064

For more information about making electronic payments, contact:

Indiana Department of Revenue  
EFT Section  
P.O. Box 6076  
Indianapolis, IN 46206-6076  
Phone: (317) 615-2695  
Fax: (317) 615-2691

To request a paper filing coupon, contact:

Taxpayer Services Division  
(317) 233-4015

For technical questions about Web services, transmitting files or technology testing with the State of Indiana, contact us at [IDORB2BSupport@dor.in.gov](mailto:IDORB2BSupport@dor.in.gov)

## Developer Responsibilities

All taxpayer information is confidential. The Indiana Department of Revenue expects developers to ensure the security of all simplified electronic returns (SERs), payments and information reports (IRs) during the transmission of taxpayer data.

Indiana requires each Model 1, Model 2 and Model 3 SST taxpayer that has a legal requirement to file taxes in Indiana to file a return on a monthly basis. A Model "Other" taxpayer who was registered to file Retail Sales Tax in Indiana before registering for SST should continue to file following the taxpayer's previous filing schedule. A return must be filed for the taxpayer even if no sales tax is due to Indiana. Taxpayers with a legal requirement to file in Indiana must complete both the SST registration form, the Indiana registration form (BT-1) and pay a one-time \$25 fee with the BT-1 application. To access Indiana's online registration system, go to <https://secure.in.gov/apps/dor/bt1/>

Voluntary filers with no legal requirement to file in Indiana must file at least one return each calendar year. If a voluntary filer later becomes legally required to file in Indiana, the seller will be required to file on a monthly basis from that point forward.

## Publications

Several publications are available on the Indiana Department of Revenue's Web site to clarify the SST process. Among these publications are Indiana's rates and boundaries tables and Indiana's taxability matrix.

Changes to Indiana's boundaries or the state sales or use-tax rate are available on our Web site at [www.in.gov/dor](http://www.in.gov/dor). Indiana provides information describing boundary changes for all taxing jurisdictions. The effective date and a description of the change are included. Information is available on all sales and use-tax rates for all of the jurisdictions levying taxes within the state. Currently, Indiana is a single-rate state and has no special taxing rules. Indiana's sales-tax rate is six percent (6%).

For more information on Indiana sales and use-tax regulations, visit our Web site at [www.in.gov/dor/streamline/index.html](http://www.in.gov/dor/streamline/index.html)

## Filing of Simplified Electronic Returns (SERs)

Model 1, Model 2 and Model 3 sellers must file the Simplified Electronic Return (SER) in Indiana. Sellers are required to file monthly, even if they were filing with Indiana using a different filing frequency before registering for Streamlined Sales Tax. Sellers are required to file one return for all locations. The SER is due on the 20th day of the month following the end of the

filing period. For example, if the seller is filing for Jan. 1 through Jan. 31, the SER is due on Feb. 20. If the due date falls on a non-business day, the SER is due on the first business day following the due date.

Model "Other" sellers are encouraged but not required to file and pay electronically. Model "Other" sellers may file:

- Electronically, at [www.intax.in.gov/Web/default.aspx](http://www.intax.in.gov/Web/default.aspx) or via;
- Paper, using Indiana's ST-103 form.

Voluntary Model "Other" sellers must file one SER per calendar year. The annual SER is due following the end of the annual filing period on Jan. 31. If Jan. 31 falls on a non-business day, the SER is due on the first business day following Jan. 31. If a voluntary Model "Other" seller later becomes legally required to file in Indiana the seller will be required to file on a monthly basis from that point forward.

Model "Other" sellers with a legal requirement to file in Indiana, who was registered to file Retail Sales Tax in Indiana before registering for SST, should continue to file following their previous filing schedule. Sellers must file one return for each filing period for all locations. If a Model "Other" seller chooses to change to a different model, the seller will automatically become a monthly filer. The seller will remain a monthly filer even if the seller later chooses to become a Model "Other" seller again.

Please see the appendix for a complete documentation of all of Indiana's filing rules.

The Streamlined Sales Tax Governing Board certifies automated systems and service providers to aid in the administration of sale and use tax collection. The certification of Model 1 Certified Service Providers (CSPs) and Model 2 Certified Automated Software (CASs) by the SST Governing Board is acceptable in the State of Indiana. No further testing is required.

The governing board may establish one or more sales-tax performance standards for Model 3 sellers that meet the eligibility criteria. The criteria are set by the governing board and make up a proprietary system to determine the amount of sales and use tax due on transactions. Until the governing board establishes certification criteria for proprietary software, Indiana will require a Model 3 seller to file as a Model "Other" seller.

Indiana's Web service to accept SERs, payments and IRs is under construction. The service should be available in the second quarter of 2006. Model 1, Model 2 and Model 3 sellers should refer back to Indiana's Web site frequently for updates on when the Web service will be available. Sellers can file and pay their Indiana sales taxes using INtax at [www.intax.in.gov/Web/default.aspx](http://www.intax.in.gov/Web/default.aspx)

Sellers must use their Indiana taxpayer identification number (TID) when filing with INtax. The seller's Indiana TID can be found in the welcome letter, sent upon the seller's SST registration.

Indiana is a single-rate state. No composite codes will be required on the SER.

## **Payment Handling and Acceptance**

As long as a voluntary seller's total annual sales tax due remains under \$1,000, the seller may remit the tax to Indiana with the annual return. If at any point during the year, the sales tax due to Indiana exceeds \$1,000 the seller must pay the tax due.

Indiana encourages Model 4 sellers to remit payments electronically at [www.intax.in.gov](http://www.intax.in.gov) Indiana requires all Model 1, 2 and 3 sellers to remit electronically. The payment is due by the 20th of the month following the end of the month that the seller accumulated \$1,000 in Indiana sales tax.

Example 1: Seller A is voluntarily collecting Indiana sales tax and is required to file one return annually. On April 10, the total amount of sales tax due to Indiana is \$1,000. Seller A continues to collect sales tax for Indiana for the remainder of the month. By the end of business on April 30, the seller has collected \$1,200 in Indiana sales tax. Seller A must remit the \$1,200, collected between Jan. 1 and April 30, to Indiana by May 20. Seller A continues to collect sales tax for Indiana. It is Sept. 23 before Seller A again collects \$1,000 in Indiana sales tax. By the end of September, Seller A has collected a total of \$1,050 in Indiana sales tax. Seller A must remit the \$1,050 collected from May 1 through Sept. 30, to Indiana by Oct. 20. By the end of the year, Seller A has collected another \$750 in Indiana sales tax. Seller A must file his annual return and remit the \$750, collected from Oct. 1 through Dec. 31, by Jan. 31. Seller A is encouraged to remit all payments at <https://www.intax.in.gov> to ensure prompt and accurate posting of the payment. If Seller A wants to remit by check, Seller A must contact Indiana's Taxpayer Services Division at (317) 233-4015 to request a payment filing coupon.

Example 2: Seller B is voluntarily collecting Indiana sales tax and is required to file one return annually. From Jan. 1 through Dec. 31, Seller B collects a total of \$650 of Indiana sales tax. Seller B must file his annual return and remit the \$650, collected from Jan. 1 through Dec. 31, by Jan. 31.

Indiana requires SST taxpayers with a legal requirement to file in Indiana to remit electronically if the average monthly sales tax collected is more than \$10,000. Indiana requires SST voluntary taxpayers to remit electronically if the annual Indiana sales tax collections is more than \$30,000. Although some sellers are required to pay electronically, we encourage all sellers to remit electronically to ensure prompt and accurate payment posting. SST payments are always due on the 20th day of the month following the end of the filing period.

## **How Can I Pay Electronically (EFT)?**

You must submit an Electronic Authorization Agreement form (EFT-1) to the Indiana Department of Revenue before filing electronically. The EFT Program Information Guide and Registration Packet (EFT-100) including the EFT-1 Form, is available on our Web site at [www.in.gov/dor/taxforms/state.html#electronic](http://www.in.gov/dor/taxforms/state.html#electronic)

Indiana supports both ACH debit and ACH credit payments. Please read the instructions in the registration packet and make sure the EFT-1 form is filled out completely. The registration packet will instruct you where to send the completed form. A registration confirmation letter will be sent after the EFT-1 is processed.. Taxpayers who select the ACH debit method will receive more information within two weeks of receiving the EFT registration letter of confirmation. Payments may be scheduled with INtax up to 30 days before the due date. Taxpayers who select the credit option must follow the CCD+TXP record format on page 8 of the EFT-100. You may access this information at [www.in.gov/dor/taxforms/state.html#electronic](http://www.in.gov/dor/taxforms/state.html#electronic)

The CCD+TXP format information sheet on page 8 also includes Indiana's bank information by tax type so that credit payments are submitted to the correct account.

Payments by FedWire are allowed only in emergencies. Permission to remit by FedWire must be requested and pre-approved by the EFT Section (317) 615-2695.

Review your registration packet (EFT-100) for directions on how to reformat your SST identification number into an EFT identification number.

## **Information Report (IR)**

Reporting requirements are not approved at this time. Once approved, the requirements will be posted on our Web site at: [www.in.gov/dor/streamline/index.html](http://www.in.gov/dor/streamline/index.html)

The final requirements will outline the steps for compliance and determine the final reporting frequency.

We anticipate requiring that the IR be submitted twice a year. The first report will cover January through June filings. The second will cover July through December filings.

The Governing Board will create a schedule to determine when each state can require the IR. Continue to check our Web site for updates on this topic.

## **Acknowledgement System**

Indiana anticipates having the ability to acknowledge the receipt of SERs, payments and IRs within two business days.

In addition to the SST error codes listed in the SST implementation guide, Indiana will also reject SERs, payments and IRs for the following errors:

- 180001 Settlement date on bulk payment was beyond Indiana's accepted range.

This document will be updated as additional error codes are identified and added to Indiana's approval process. See the appendix for a complete list of Indiana's filing rules.

## **Indiana's Full Registration System**

Sellers having a legal requirement to file in Indiana are required to register with Indiana, as well as through the national SST registration Web site. Sellers may submit a BT-1 application to Indiana through our Web site

<https://secure.in.gov/apps/dor/bt1/>

## **Indiana's Full Sales and Use Tax Filing Program**

Indiana is pleased to offer INtax, our secure Web-based filing system for sales and use tax. Register to file using INtax at [www.intax.in.gov](http://www.intax.in.gov)

Sellers wanting to file by paper may contact the Department to request a filing coupon. Please call the Department's taxpayer services division at (317) 233-4015.

## **Transmission Sizes**

Indiana has not determined the maximum allowable transmission size. It is anticipated that most CSPs will transmit one SER at a time. If you are a CSP who intends to transmit in bulk, please contact the Indiana Department of Revenue at [IDORB2BSupport@dor.in.gov](mailto:IDORB2BSupport@dor.in.gov)

Our technicians will work with you to determine the best transmission size.

## **Special Taxing Districts**

Indiana does not have special taxing districts.

## **Sample XML Documents**

SST XML sample transmission documents will be included in later versions of this document. Please visit our Web site often to view updates to Indiana's SST program.

## Appendix

Indiana's Simplified Electronic Returns (SERs) and Payment Business/Validation Rules Payment Business/Validation Rules

Element/Field #	Schema Xpath	Indiana's Tax Form Equivalent Line #	Validation Rule
1	SSTPTransmission\ SSTPDocument\SST- PFilingHeader\Elec- tronicPostmark	N/A	This date will be used to determine timely filings. This date must be a valid calendar date.
2	SSTPTransmission\ SSTPDocument\SST- PFilingHeader\TaxPe- riodStartDate	N/A	<p>Must be the first day of a month and be earlier than the date in Element/Field # 3.</p> <p>This field is calculated based upon the filing frequency of the seller:</p> <ul style="list-style-type: none"> <li>• Monthly filer - date is equal to first day of the filing month.</li> <li>• Quarterly filer - date is the first day of the quarter.</li> <li>• Annual filer - is the first day of the year.</li> </ul>
3	SSTPTransmission\ SSTPDocument\SST- PFilingHeader\Tax- PeriodEndDate	For Tax Period	<p>Must be the last day of a month and must be later than the date in Element/Field # 2.</p> <p>This field is calculated based upon the filing frequency of the seller:</p> <ul style="list-style-type: none"> <li>• Monthly filer - date is equal to last day of the filing month.</li> <li>• Quarterly filer - date is the last day of the quarter.</li> <li>• Annual filer - is the last day of the year.</li> </ul>
4	SSTPTransmission\ SSTPDocument\SST- PFilingHeader\Pre- parerName	N/A	

Element/Field #	Schema Xpath	Indiana's Tax Form Equivalent Line #	Validation Rule
5	SSTPTransmission\ SSTPDocument\SST- PFilingHeader\Pre- parerTIN	N/A	Must be a Social Security Number or Federal Employer Identification Number.
6	SSTPTransmission\ SSTPDocument\SST- PFilingHeader\Pre- parerPhone	N/A	
7	SSTPTransmission\ SSTPDocument\SST- PFilingHeader\Pre- parerEmailAddress	N/A	
8	SSTPTransmission\ SSTPDocument\SST- PFilingHeader\Soft- wareID	N/A	This element is a 9 character string that identifies the specific software and version of that software that the preparer used to produce the SER.
9	SSTPTransmission\ SSTPDocument\SST- PFilingHeader\Filing- Type	N/A	Must be 'SEROnly', 'SERWithPay- ment', 'PaymentOnly', or 'PrePay- ment'
10	SSTPTransmission\ SSTPDocument\SST- PFilingHeader\SST- PID	Taxpayer ID Number	Must be a valid SSTP ID registered in Indiana
11	SSTPTransmission\ SSTPDocument\SST- PFilingHeader\TIN	Taxpayer ID Number	Must be an SSN or FEIN
12	SSTPTransmission\ SSTPDocument\SST- PFilingHeader\FIP- SCode	N/A	Must be 18 for Indiana
13	SSTPTransmission\ SSTPDocument\SST- PFilingHeader\Pay- mentIncluded	N/A	If Element/Field # 9 contains a value other than 'SERONLY', this element must be checked.
14	SSTPTransmission\ SSTPDocument\Sim- plifiedElectronicRe- turn\ReturnType	N/A	Must be 'O' for Original or 'A' for Amended
15	SSTPTransmission\ SSTPDocument\Sim- plifiedElectronicRe- turn\TotalSales	1	Must be > or = 0
16	SSTPTransmission\ SSTPDocument\Sim- plifiedElectronicRe- turn\ExemptionsDe- ductions	2	Must be > or = 0.



Element/Field #	Schema Xpath	Indiana's Tax Form Equivalent Line #	Validation Rule
17	SSTPTransmission\ SSTPDocument\Sim- plifiedElectronicRe- turn\TaxableSales	3	Must = Element/Field # 15 minus Element/Field # 16
18	SSTPTransmission\ SSTPDocument\Sim- plifiedElectronicRe- turn\StateTaxDue- SalesInState	4	Must = the portion of Element/Field # 17 that was due to Indiana sales and has been multiplied by the current Indiana Sales Tax Rate. The current 2006 rate is 6%
19	SSTPTransmission\ SSTPDocument\Sim- plifiedElectronicRe- turn\StateTaxDue- SalesOrigOutOfState	4	Must = the portion of Element/Field # 17 that was due to non-Indiana sales and has been multiplied by the current Indiana Sales Tax Rate (6%)
20	SSTPTransmission\ SSTPDocument\ SimplifiedElectroni- cReturn\SalesTaxDu- eOwnPurchWithdraw	6	Must be > or = 0
21	SSTPTransmission\ SSTPDocument\Sim- plifiedElectronicRe- turn\JurisdictionDe- tail	N/A	Not used by Indiana
22	SSTPTransmission\ SSTPDocument\Sim- plifiedElectronicRe- turn\TotalTaxDue	N/A	Not used by Indiana
23	SSTPTransmission\ SSTPDocument\Sim- plifiedElectronicRe- turn\InterestDue	7	This element cannot be less than 0.
24	SSTPTransmission\ SSTPDocument\Sim- plifiedElectronicRe- turn\PenaltyDue	8	This element cannot be less than 0.
25	SSTPTransmission\ SSTPDocument\Sim- plifiedElectronicRe- turn\Discounts	5	If Element/Field # 1 is > the return's due date, this field must be 0. Oth- erwise, this field must equal the sum of (Element/Field # 18 and Element/ Field # 19) multiplied by .0083

Element/Field #	Schema Xpath	Indiana's Tax Form Equivalent Line #	Validation Rule
26	SSTPTransmission\ SSTPDocument\Sim- plifiedElectronicRe- turn\SSTPAllowance		Model 1 sellers should refer to the CSP contract to determine the correct method for calculating this allowance. The method to determine the amount of this element for Model 2 and 3 sellers is still to be determined.
27	SSTPTransmission\ SSTPDocument\Sim- plifiedElectronicRe- turn\Priorpayments	9	This is the sum of EFT payments previously filed. If you filed these payments via INtax, you may review your INtax account's payment history to determine the correct amount to report in this element.
28	SSTPTransmission\ SSTPDocument\ SimplifiedElectroni- cReturn\NewPrepay- ments	N/A	Not used by Indiana
29	SSTPTransmission\ SSTPDocument\Sim- plifiedElectronicRe- turn\AmountDueOr- Refund	10	Must equal (the sum of Element/Field #18, Element/Field # 19, Element/Field # 20, Element/Field # 23 and Element/Field # 24) minus (the sum of Element/Field # 25, Element/Field # 26 and Element/Field # 27)
<b>The payment schema must be present if the payment method is electronic debit. Indiana would prefer that the payment schema also be present for any other payment method.</b>			
30	SSTPTransmission\ SSTPPayment\Pay- mentMethodType	N/A	Must be DBT, or CRT
<b>For ACH Debit the following fields 31-36 will be supplied:</b>			
31	SSTPTransmission\ SSTPPayment\Pay- mentInstrument\ ACHDebit\Routing- TransitNumber	N/A	If Element/Field # 30 = DBT, this element must contain the valid, 9 digit ABA Routing Number of the bank from which the payment is to be debited.
32	SSTPTransmission\ SSTPPayment\Pay- mentInstrument\ ACHDebit\BankName	N/A	If Element/Field # 30 = DBT, this filed may optionally contain the name of the bank from which the payment is to be debited.

Element/Field #	Schema Xpath	Indiana's Tax Form Equivalent Line #	Validation Rule
33	SSTPTransmission\ SSTPPayment\Pay- mentInstrument\ ACHDebit\BankAc- countNumber	N/A	If Element/Field # 30 = DBT, this file d must contain the bank account number from which the payment is to be debited.
34	SSTPTransmission\ SSTPPayment\Pay- mentInstrument\ ACHDebit\Account- Type	N/A	If Element/Field # 30 = DBT, this ele- ment must contain the type of bank account from which the payment is to be debited (Savings, Checking/Led- ger)
35	SSTPTransmission\ SSTPPayment\Pay- mentInstrument\ ACHDebit\Account- HolderType	N/A	If Element/Field # 30 = DBT, this ele- ment must contain the type of holder of the account from which the pay- ment is to be debited (Business or Personal)
36	SSTPTransmission\ SSTPPayment\Pay- mentInstrument\ ACHDebit\Account- HolderName	N/A	If Element/Field # 30 = DBT, this ele- ment must contain the name of the holder of the account from which the payment is to be debited.
<b>For ACH credit the following field 38 will be supplied</b>			
37	SSTPTransmission\ SSTPPayment\Pay- mentInstrument\ ACHCreditNotifica- tion\TraceNumber	N/A	If Element/Field # 30 = CRT, this element must contain the Trace Reference Number of the ACH Credit Transaction.
<b>The following fields are completed for any payment type</b>			
38	SSTPTransmission\ SSTPPayment\Pay- mentAmount	N/A	Total amount of payment or the pay- ment notification.
39	SSTPTransmission\ SSTPPayment\Ori- ginationDate	N/A	Date the payment was originated. This date must be a valid calendar date. The date should be less than or equal to the current system date.
40	SSTPTransmission\ SSTPPayment\Re- questedSettlement- Date	N/A	Within the ACH debit, there is the ability to request a settlement date to allow for early filing before the due date.

Element/Field #	Schema Xpath	Indiana's Tax Form Equivalent Line #	Validation Rule
41	SSTPTransmission\ SSTPPayment\Actual SettlementDate	N/A	For State Use only.
42	SSTPTransmission\ SSTPPayment\State- ReceiptDate	N/A	For State Use Only.